

ATTACHMENT 1

Overview of the Auditor-Controller

Auditor-Controller's Office

Description: The Auditor-Controller is an elected official who has primary responsibility for all accounting and auditing functions of County government. The office enhances the public's trust by providing an independent source of financial information and analysis in addition to serving as the guardian of funds administered for the County, cities, schools, courts, and special districts. The Auditor's Office is responsible for a wide range of tasks which include preparing the County's Annual Financial Report, disbursing all payments, preparing the cost plan and non-departmental budgets, overseeing property tax administration and allocation, conducting internal audits, monitoring internal controls, assisting the public, and providing system support for the County's Enterprise Resource Management System.

Some of the responsibilities of the Auditor-Controller are as follows:

- Processing all claims for payments to vendors submitted by County departments and special districts. Pre-auditing claims submitted by County departments.
- Preparing and processing biweekly payroll for approximately 2,500 County employees. Updating the payroll system to reflect changes in payroll legislation and negotiated changes in compensation.
- Assisting in the development of the proposed and final County budget. Analyzing and forecasting the annual budgeted revenues and expenditures.
- Calculating and distributing over \$454 million in property taxes annually to all taxing jurisdictions within the County. Monitoring, reviewing, and assessing the implications of changes in laws and regulations affecting property tax collection and distribution.
- Maintaining accounting records for the County and districts whose funds are kept in the County Treasury. Monitoring budgets and maintaining records of fixed assets.

Total Budget: \$4,890,973 (FY 2012-13 Adopted)

General Fund Budget: \$3,796,645 (FY 2012-13 Adopted)

Staff: 39.5 FTE (FY 2012-13 Adopted; includes 2.0 FTE Limited Term allocations for the Property Tax System Modernization Project)

Auditor-Controller Existing Organizational Chart

